



KING COUNTY
JUDICIAL SERVICES SUPERVISOR II DEPARTMENT OF JUDICIAL
ADMINISTRATION

Annual Salary : \$54,004.08 - \$68,453.22

Job Announcement No.: 03WM3856

OPEN: 11/19/03 CLOSE: 12/05/03

WHO MAY APPLY: This position is an opportunity for King County career service employees and the general public, with preference given in that order.

WHERE TO APPLY: Required forms and materials **must** be sent to: **516 Third Avenue Room E-609, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Bob Dowd at (206) 296-7865 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: [A King County application form](#), résumé and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Courthouse, Seattle, WA

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. This is a 40 hour work week position; Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: This position oversees the daily operations and work assignments within the Court Services Division. This supervisory position is responsible for the assignment and monitoring of section tasks; coordinating and conducting training and cross training of staff in Section duties, data entry, software applications; monitoring performance; application of the Courtroom Clerks Collective bargaining agreement; analyzing data and preparing statistical reports.

QUALIFICATIONS: High school diploma or equivalent AND two years experience or education in the following areas:

- Demonstrated detailed knowledge of Court Clerk I & II tasks
- Demonstrated knowledge of court procedures and legal terminology
- Proven ability to provide supervision, leadership and direction to others
- Strong written communication skills
- Experience working with Elected Officials and Court Staff
- Excellent communication and interpersonal skills including listening, problem-solving, and meeting facilitation
- Demonstrated ability to prioritize and organize workloads to meet various deadlines and experience taking the initiative to take on projects, or complete work
- Experience successfully multi-tasking and using critical thinking skills
- Thorough working knowledge of MS Office products and ability to type 40 wpm
- Experience working with web based applications
- Demonstrated punctuality, dependability, and good work attendance

DESIRED QUALIFICATIONS:

- Experience working with a Collective Bargaining Agreement

SPECIAL REQUIREMENTS: No felony convictions in the last ten years.

CLASS CODE: 8497 SEQUENCE NUMBER: 0133